



Stevens Memorial Library
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Summary of Stevens Memorial Library Board of Trustees Meeting
December 13, 2013

Present: Margaret Donovan, Paula St. Laurent Kuehl, Mary Kate Romano, Joseph von Deck, and Cheryl Paul Bradley

Meeting started at 3:13 P.M.

The present Board members asked Margaret to call the meeting to order.

Margaret called the meeting to order. She asked Cheryl to call Paula Dowd to see if she was on her way to the meeting.

Cheryl stated that after speaking with Paula, she had been delayed and was on her way.

Paula Dowd told Cheryl to have the Trustees continue the meeting.

Margaret stated that after reading the Attorney's letter and the Town Personnel By-laws she had composed two letters regarding Cheryl's August 22nd letter to the Trustees about time owed. She went on to say that the Attorney felt that the Town should pay the vacation hours not used, but had stated that Personal Leave should be denied. However, because Personal Leave is granted at the beginning of the fiscal year, Margaret felt that the Trustees should agree with Cheryl's request for 24 hours of personal leave not used in FY13.

Kate asked if Cheryl had used up all your personal leave in past years.

Cheryl stated that she had used it every year.

Joe asked if the time would be lost if not used.

Paula Kuehl stated that Cheryl had not had an opportunity to use all of her vacation or personal leave in FY13. So after reading the by-law she agreed that Cheryl should receive the 24 hours of personal leave. She reminded the Board that this was leave from FY13 and that it had nothing to do with the current fiscal year.

Joe asked why the time was in hours rather than days.

Cheryl stated that when Doug became Town Administrator he had changed it.

Paula Kuehl made a motion to write a letter to the Assistant Treasurer/Payroll requesting in the pay period of 12/8/13 – 12/21/13 a separate check be issue to Cheryl Paul Bradley for 84 hours of vacation and 24 hour of personal leave time not used in FY13 in the amount of \$2,802.60.

Joe seconded the motion. All were in favor.

Margaret made a motion to adjourn.

Kate seconded the motion. All were in favor.

Meeting ended at 3:40 P.M.

Attachments: Letter to Assistant Treasurer for 84 hours of vacation.
Letter to Assistant Treasurer for 108 hour of time not taken.
Letter to Assistant Treasurer for 108 hours of time not taken signed by Trustees.